

25X1A

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200030038-3

PREPARED BY: [REDACTED]		DATE PREP: 18 Sep 70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 2							
DATE SUBMITTED FOR REVIEW:				Page 1 of 5											
REVIEWED BY:		DATE REVIEW:													
SYSTEM: STAFFING															
PROJECT: STAFFING				TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY		ASSIGNED PERSONNEL	
Phase : DESIGN															
TASK DEFINITION				SA P		ESTM ACT		SCHED. ACT.		SCHED. ACT.					
4.0 Design Phase				X		1		18 Sept.		18 Sept.		[REDACTED]		25X1A	
1. Research documentation and estimate necessary man-hours to complete Steps 4.0, 4.1, 4.3 and 4.4 of the STAFFING project.															
2. Prepare Form 930 - Computer Services Request) and also Task Schedule and Estimate Forms HRS 1 & 2.															

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TASK DEFINITION				SA	P	MAN DAYS TO COMPLETE		SCHED.	ACT.	SCHED.	ACT.
						ESTM	ACT				
4.1 Design System Network				X				19 Sep 70		15 Oct 70	
A. Functional System Chart						2					
B. Field Reference Control Sheet						1					
C. Conditional Control Matrix Sheet						5					
D. Conditional Control Memo Sheet						2					
E. Detailed Flowchart						18					

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SYSTEM: STAFFING											
PROJECT: STAFFING											
Phase : DESIGN											
TASK	DEFINITION	TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
		SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
4.3	Design Reports	X				16 Oct 70		27 Nov 70		[REDACTED]	
	Prepare basic specifications and layout for 34 different reports associated with the STAFFING project.										
	The following indicates time periods for the various categories of reports:										
	19 reports to be modified @ 4 hrs each (report layout sheet)			9 1/2							
	2 reports to be continued as is @ 4hrs each (report layout sheet)			1							
	Position Control Register (analysis, forms, & report layout sheet)			20							
	Organization Code List (form & report layout sheet)			1							
	T/O Change Edit Report (form & report layout sheet)			1							
	T/O Change Edit Error Report (form & report layout sheet)			1							

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PREP: 18 Sep 70

HUMAN RESOURCES SYSTEMS
TASK SCHEDULE & ESTIMATE

HRS-FORM 2

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DATE SUBMITTED FOR REVIEW:
REVIEWED BY: DATE
REVIEW:

SYSTEM: STAFFING

PROJECT: STAFFING

Phase : DESIGN

TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
	SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
4.3 Design Reports - Continued										
T/O Master list (form & report layout sheet)			1							
T/O Occup. Change List (form & report layout sheet)			1							
Occup. Master List (form & report layout sheet)			1							
Commo Pers/Pos Tabulations (form & report layout sheet)			3							
New Reports			11							

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SYSTEM: STAFFING													
PROJECT: STAFFING													
Phase : DESIGN				TYPE		MAN DAYS		START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
				SA	P	TO COMPLETE		SCHED.	ACT.	SCHED.	ACT.		
TASK DEFINITION						ESTM	ACT						
4.4 Design Forms Design a new multi-purpose form to serve as input to the system and also to convey staffing changes to the customers. Note: Allowance has been made for leave and unforeseen contingencies when estimating the starting and completion dates.				X		10		30 Nov 70		14 Dec 70		[REDACTED]	25X1A